

OPM History file

19 February 1957

OFFICE OF PERSONNEL MEMORANDUM NO. 20-410-22

SUBJECT: "Summer-Only" Employment of Dependents of Agency Personnel

RESCISSION: OPM 20-410-18 (12-56), subject: "Summer-Only" Employment of Dependents of Agency Personnel, dated 13 March 1956

1. GENERAL

- a. Dependents of Agency personnel may be employed for clerical, typist, and stenographic duties, on a temporary "summer-only" basis, except for assignment to the Office of Current Intelligence, or to any component of the Deputy Director (Plans) area other than Records Integration. Dependents include sons and daughters 16 years of age or over, and wives or husbands, except wives or husbands who were married to their current spouse after 1 January 1957. Individuals other than dependents as defined above will not be considered for this type of employment.
- b. The Director of Security will issue special secret clearances for dependents considered for "summer-only" employment. When they enter on duty, they will be given a special security indoctrination by the Security Office and will be issued limited passes which will restrict their movements to the general area of their employment. They may work with unclassified, confidential and secret material only. It is the responsibility of the office of assignment to enforce these restrictions. The Director of Security has requested that the office of assignment nominate an individual who will assume responsibility for the "summer-only" employee during his period of employment to preclude him from becoming involved in situations which might result in embarrassment to the Agency.
- c. "Summer-only" employees will be given excepted appointments with a specific time limitation. These employees are not covered by the Civil Service Retirement Act, but are covered by the Social Security Act. They will not be assigned to the IAS and will not attend regular clerical training courses or attend the three-day clerical indoctrination course when they enter on duty.

PROCEDURES

Personnel Procurement Division (PPD), extension 2028, will schedule appointments for personal interviews of new applicants for "summer-only" employment upon request from the prospective applicant or the Agency employee. Individuals selected will be furnished appropriate application forms. PPD will determine during the interview whether the applicant has a social security card and, if so, will instruct him to bring it with him when he reports for duty. If he does not have a

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NO CHANGE IN CLASS
DECLASSIFIED
CLASS. CHANGED TO: TS S C
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OPM
Dated 12 March 1958

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social security card, PPD will supply him with SS-5: Application for Social Security Account Number. PPD will also advise applicants who are under 18 years of age of the legal requirement for obtaining and submitting "working permits" and will issue appropriate forms during the interview.


- b. Upon request from applicants previously employed by the Agency on a "summer-only" basis, Personnel Assignment Division (PAD), extension 4281, will furnish instructions for reapplying for this temporary employment.
- c. PAD will process applications for "summer-only" employment by selecting those qualified and initiating SF-52: Request for Personnel Action, as certification that the requirements for employment of the individual at the grade indicated have been met. The nature of action requested will be "Excepted Appointment (NTE 20 September 1957)". SF-52 will be prepared in accordance with normal procedures except that the position number will consist of the basic number of an appropriate IAable position (clerk, typist, or stenographer) in the office of proposed assignment, followed by the symbol SO. This will identify the action as involving a temporary, "summer-only", identical-additional position. The statement "Dependent of _____ (name of Agency employee)" and "summer-only" or "previous summer-only", as appropriate, will be entered in the "Remarks" section of SF-52. Following completion of SF-52, it will be sent to the office of proposed assignment for signature of the administrative or personnel officer which will indicate approval of the action and availability of funds for payment of salary. This signature will appear in the box marked "Request Approved By". PAD will also indicate to RSD the building or buildings in which the employee will work in order that the information may be reflected on his badge.
- d. Records and Services Division (RSD) will prepare the Notification of Personnel Action (SF-50) and other appropriate EOD processing papers in accordance with normal procedure. The additional information indicated below will be included on the forms specified:
 - (1) Request for Security Clearance, Form 377, under "Remarks":
Applicant is a dependent of _____ (name of Agency employee) and is being considered for Summer-Only employment.
 - (2) Appointment Affidavit, SF-61, Section 10 and Entrance-On-Duty Notice, Form 626, will be stamped "Medical approval is for summertime employment only", before it is presented to the individual for completion and signature. At the time of the entrance on duty of a "summer-only" employee, RSD will complete the blanks in the Form No. 934, Designation of Security Monitor, and issue it to the individual along with other EOD papers. This form will be delivered by the employee to his immediate supervisor,

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who will designate the person to be responsible for ensuring adherence to the security restrictions placed upon the "summer-only" employee. The Designation of Security Monitor form will be retained by the office of assignment during the period of employment of the "summer-only" employees.

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Gordon M. Stewart
Director of Personnel

Attachment:
Form 934: Designation of
Security Monitor

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